

## **Job Description**

**Position Title:** Director of Leader Effectiveness, Division of Teachers and Leaders

**Reports To:** Rene Diamond, Executive Director of Educator Effectiveness, Division of Teachers and Leaders

**Location:**

Tennessee Department of Education  
710 James Robertson Parkway  
Nashville, TN 37243

### **About the Tennessee Department of Education**

The Tennessee Department of Education, under the leadership of Commissioner Candice McQueen, is focused on an ambitious goal: ensuring that Tennessee is the state with the fastest growing student achievement. With 950,000 students, 142 districts, significant urban and rural populations and lagging national achievement results compounded by significant gaps by income and race, achieving this goal will dramatically impact thousands of children and the future of the state. We seek to build a team dedicated to the goal of dramatically improving student achievement, and committed to the belief that children from all backgrounds can succeed when given the opportunities they deserve.

### **Teachers and Leaders Division: Vision and Mission**

The vision of the Teachers and Leaders Division is to ensure that there is an effective teacher in every classroom and an effective leader in every school in Tennessee. The mission of the Teachers and Leaders Division is to rapidly improve teacher and leader effectiveness, with an acute focus on preparing all students for college and career.

**Charge:** The Director of Leader Effectiveness will report to the Executive Director of Educator Effectiveness. In this position, the Director will promote Tennessee's vision of what it means to be an effective leader at all phases of a leader's career by supporting high standards for effective leadership based on research and best practice, providing high-quality professional learning opportunities, employing effective communication strategies, and maintaining and utilizing data to make informed decisions. The Director will also work closely with other staff in the Educator Effectiveness department to integrate and align initiatives across the department.

### **Duties/Responsibilities**

1. Leadership for Continuous Improvement
  - Analyze relevant research and best practices to create and implement a vision of effective school leadership
  - Work with peers and stakeholders to determine action steps on policy and procedures

- Obtain and utilize feedback across multiple topics including evaluation policy, operations, and professional development to inform decision making and to drive internal and external reporting
2. Professional Learning and Growth
    - Support Director of TEAM training with the communication, development, implementation, and follow-up of all school leader professional development
    - Manage current existing Licensure Advancement Pathways processes, including content development and operation of TASL Academy
    - Design, implement, and evaluate innovative Licensure Advancement Pathways, including TASL Academy
  3. Communication
    - Implement and improve existing structure for service oriented 24 hour responses to TEAM Questions and TASL Questions.
    - Continue to drive proactive TEAM communication with districts around policy, procedures, FAQs, flexibility options, and best practices
    - Collaborate with Director of Communications to receive and respond to feedback on communication structures to ensure effective and meaningful communications
  4. Data Analysis and Use
    - Develop and monitor a data plan that includes leadership effectiveness goal setting, progress monitoring, and evaluation
    - Collaborate with Director of Data and Strategic Projects to identify and ensure strong program evaluation of Leadership Effectiveness initiatives
    - Builds capacity among educators for analyzing and using multiple sources of data in order to improve leader effectiveness

## **II. Qualifications and Expectations**

- Strong personal presence and communication skills necessary to interact and develop relationships with a diverse array of internal and external stakeholders
- Positive team attitude, with an ability to collaborate with managers, peers, and direct reports
- Administrative experience at the school/district level, preferred
- Education policy and program experience at the district, state and/or federal level, preferred
- Project management experience, including working with teams, setting benchmarks and performance metrics
- Innovative and strategic thinker; solution-oriented
- Excellent work ethic, initiative, and high standards for self and others; ability to manage towards ambitious organizational goals
- Willingness to travel
- Strong skills in written and verbal communications, organization and problem-solving
- Ability to identify concrete implementation steps based on high level policy vision.
- Ability to execute with quality in a high pressure environment
- Commitment to ambitious goals for student performance and equity.



Successful candidate will exhibit the following:

- Excellence
- Optimism
- Sound Judgment
- Courage
- Teamwork

**III. Salary:** Salary for this position is competitive and depends on prior experience. In addition, a comprehensive benefits package is included.

**IV. To Apply:** Please e-mail a cover letter, resume, and contact information for three professional references to [Rene.Diamond@tn.gov](mailto:Rene.Diamond@tn.gov).

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